

Hammer Montessori Foundation

Monthly Board Meeting

Tuesday, 4/14/26 | 6:30 PM | Hammer Elementary Room 120

Online meeting link:

<https://meet.google.com/wuq-xgpm-ois>

Agenda:

Attendees:

Kristen Vlietstra, President & Fundraising Chair
Lynn So, Vice President
Jasmin Llamas, Co-Treasurer
Elmer Garduno, Co-Treasurer
Katy Bosworth, Secretary & Web Admin.
Nina Chantalat, Assemblies and Field Trips Chair
Kay Gonzales, Events Co-chair
Mr. Bingham, Hammer Montessori Principal
Ms. Raychev, Lower Elementary Teacher Representative

Not present:

Tatyana Mogannam, Events Co-Chair
Marilia Inoue, Communications
Mr. Kossayian, Upper Elementary Teacher Representative


Meeting Details:

- I. Call to Order - 6:45pm
- II. Approve Prior Minutes - approved
- III. Approval of the Agenda - approved
- IV. Reports of Officers and Committees
 - A. Principal
 1. **HMF Funded Resources Receipts that Hammer needs payment for**- Hammer is aware that HMF needs to approve any and all payments and doesn't expect or ask for payment until/if HMF board votes and approves of these funds.
 - a. Comments from treasurer's: Water fountains are already paid for with check #1046 09/24/2025

- b. Fence status (Fence was donated to HMF, which then pays Hammer back): HMF received the 1st installment of match (3/11, not via Benevity), 2nd installment received 4/14/26.
- 2. Starting Arts - [K-2 proposal](#) and [3-5 proposal](#) - Asking HMF to pay/fund for one rotation of Starting Arts for the 2026-2027 SY.
 - a. This year 25-26 \$14850 (already paid), need to pay for 26-27 \$15810, (HMF pays for half of full cost).
- 3. Open House on April 21 -
 - a. would HMF be willing to pay for dinner? Was thinking of [Ben's Fast Food](#) (\$10-13 pp) Plan on 15 educators and 2-3 support staff. Also, would HMF like a table at the Open House? Currently, we have 10 organizations joining for the event. (\$13*15 = \$195). Needs vote, **Kristen will let Mr. Bingham know tomorrow AM. Answer: Yes, HMF will pay for dinner.**
 - b. HMF wants a table
 - c. Want HMF to talk, very short. **AR Kristen/ Bingham: decide what Kristen will talk about.**
 - d. Will have childcare - likely Ms Wendy & Ms. Mel, kids on playground.
- 4. **Hammer Montessori at Gardner** - what does HMF think? We want to be inclusive and considerate of the circumstances. We also want your feedback. Any thoughts? I'll be happy to share with the district.
 - a. HMF agrees: honoring community without taking ownership, this respects the legacy.
 - b. Idea: Poster/plaque honoring 1) Gardner school and neighborhood - preserve the history, 2) Henry Hammer, 3) (Maybe) Maria Montessori (Katy OK to own this, would need to work with Gardner community to write history)
- 5. Parent committee? People who can support.
- 6. More tasks:
 - a. Community celebration prior to school - barbecue. \$1600 from district to cover party costs, but will need volunteers, set up, etc. Kristen idea: dovetail with classroom announcements (taking popsicle with the principal up a notch!)
 - b. Back to school decorating

B. President and Vice President

1. Confirm again that teachers know how to submit for reimbursement and also where to get their checks from.
 - a. **AR Bingham: Send teachers to HMF teacher website for directions**
<http://hammerfoundation.org/teachers>
 - b. Reimbursement tracking page:
https://docs.google.com/spreadsheets/d/1e57Rmu_SFmBM4yWrfjbPxxCz7Kkot7ScDs7FUQcodzg/edit?gid=0#gid=0

- c. Some teachers are not comfortable not getting reimbursement immediately, and HMF can only send reimbursements when we have cosigners (for documentation). Proposal for next year: Bingham to pay teachers directly, and he will collect reimbursement from HMF. Onus on Bingham. Decision TBD - possible start next year.
2. What do we see as the role of HMF in the coming transition?
 - a. Clear message: There was not choice in Hammer moving, we did not control that change is happening. Parents advocated strongly to have it not happen, HMF stayed neutral. There is a spectrum of feelings. We will proceed that the move is happening, and sad that we're losing some families.
 - b. Mr. Bingham: We are going to make this the best experience for our kids as possible. Our attitude will have an impact on our kids' academics, and their ability to cope with change and challenges that come up. We are all in, 100%. There will be challenges, and we will work our way through them. We will make the best of it.
 - c. Proposed Bingham committee - ideally pull from broad set of parents. (HMF, SSC, other interested parents). Has been too much for single point of contact!
3. Lynn: Teacher appreciation week plan
 - a. Mr B sent Lynn the Google doc from last few years. I will go through it and also work with Ms Theresa on plans for daily treats/goodies for teachers
 - b. Lynn talked to Mital about how she did it - work with Theresa.
 - c. **AR Lynn: teacher appreciation 1st week of May. Plan: post on Konstella Monday after Walkathon**
4. Shine On has completed shirts for walk a thon we need to write a check for them. [INVOICE](#)  Tshirts are ready, they will need the check. Elmer to pick up shirts

C. Events Planning Chair

1. Do we need a sign up for tables or can we borrow tables from Mr. Bingham?
Bingham: Can get 10 tables. Kristen: people always bring tables when requested.
AR Kay: plan to work with Bingham & provide some of her own tables - should be enough.
2. Snacks per Mital's recommendation: 10 to 12 *Update: 6* bags of the tangerine cities, Granola bars 48 count 7 boxes , 60 count 6 boxes, Fruit snacks, 80 count 5 boxes , 42 count 9 boxes , 60 gallons of water, 500 paper cups -but really encourage kids to bring water bottles (I also grab any other no nut snack if it is ridiculously cheap so there is a little variety)
3. Check with Mr. Griggs for being our DJ? **AR Bingham: confirm with Mr. Griggs. Answer: Mr. Griggs has agreed, and Bingham will curate music list.**
4. Let's put out a notification to volunteers at the beginning of next week about plan and expectations for the day of the event

5. Better together poster plan: Kay, Lynn to coordinate.
 - a. **AR Bingham: Bring big plastic displays.**
 - b. **AR Kay: will need to include a volunteer request for the posters.**
 - c. **AR Lynn: Communication through Konstella to request posters, plan to drop off by morning of WAT event in the office.**
6. Digital slide for TV screen outside school. **AR Kristen: Send logo to Kay - DONE**
7. Posters with QR codes that go to fundraising site for posting.
8. So far \$2830 with 9 days to go. Kay plans to nudge every other day, Kristen agrees on that cadence. Keep messages short. ****AR Kay, update 99 Pledges with tax info:**

Thanks for your support!

This organization is a non-profit 501(c)3 organization. Your donation is tax-deductible. Federal Tax ID # 27-2542742.

9. Kay received a donation of 300 unbranded navy band pom poms, from vendor partners. Yes, can give away.
10. Tshirts: Katy/Owen's mom and Paula are Tshirt volunteers, they can sort. **AR Kristen: Send Kay & Tshirt volunteers the shirt sizes so they can sort piles**, have enough extras for exchanges. Plan to hand out on Thursday before Friday WAT.

D. Treasurers/Bookkeeping

1. Account Balances: Checking (\$49,298.85), Savings (\$57, 609.09)
2. Received last part of garden fence check. We can write Bingham the check for the fence now (with others)

E. Fundraising

1. See above Walk a Thon

F. T-Shirt Sales Update

1. Konstella page is now updated with sweatshirts
2. Tshirt sales usually drop off at the end of the year.

G. Field Trip and Assemblies

1. Third grade Walking/Clean up to Frank Bramhall 4/17/26
2. Kinder Emma Prusch 4/30
3. Working with Mr. Bingham on dates for our final assembly - **AR Mr. Bingham: Get dates to Nina**

H. Web Admin/Communications Chair

- 1.

I. Teachers

1. Ms. Raychev: all teacher concerns are about moving:
 - a. Teachers asked if HMF could pay for moving stuff? HMF: we expect district should cover. Bingham: district said they would buy boxes and drop off by beginning of May.
 - b. Teachers packing details: Alicia Vento organizing parent group. Request parents to bring boxes, packing tape, etc. When useful? Bingham: by beginning of May to give teachers time to pack, we have space to store them.

V. Unfinished Business:

- 1.

VI. New Business:

1. Checks
 - a. Hammer Montessori Elementary - Starting Arts \$14,850.00 #1198
Voided because wrong amount Replacement \$15810 check # TBD
 - b. Hammer Montessori Elementary - Field Trips \$5,856.61 #1199 (not including pending \$1,046.39 Emma Prusch Missing Receipts - because they don't go until late this month).
 - c. Hammer Montessori Elementary - School Assemblies \$3,350.00 #1200
 - d. Rosbrugh, Ellen 26.95 + 15.42 + 31.64 = \$74.01 #1195
 - e. Cordone, Ann \$192.46 #1196
 - f. ShineOn \$4045.78 #1197
 - g. Ms. Raychev: Replacement \$46.91 #1194 (replacing 1214, which was voided)

VII. Voted Items: 5/9 members present (we have quorum)

1. Pay for 4/21 Open House teacher dinner. ~\$250. 5/5 present vote yes

VIII. Action Items/Next Steps:

IX. Closed Session

X. Calendar/Comments/Announcements:

1. Next Board Meeting Tues., 5/5/26 *Last meeting of school year*

Adjournment - 7:52PM